

## Job Description

|                              |                            |                                |                           |
|------------------------------|----------------------------|--------------------------------|---------------------------|
| <b>Job Title</b>             | FINANCIAL EXAMINER OFFICER |                                |                           |
| <b>Job ID</b>                | 17531                      |                                |                           |
| <b>Date Opened</b>           | 06/16/2022                 |                                |                           |
| <b>Date Closed</b>           | 07/15/2022                 |                                |                           |
| <b>Location</b>              | 1050 1st Street, NE        |                                |                           |
| <b>Full/Part Time</b>        | Full-Time                  | <b>Type of Appointment</b>     | Career Service - Reg Appt |
| <b>Regular/Temporary</b>     | Regular                    |                                |                           |
| <b>Agency</b>                | SR                         | Insurance, Securities and Bank |                           |
| <b>Area of Consideration</b> | Open to Public             |                                |                           |
| <b>Grade</b>                 | 14                         |                                |                           |
| <b>Bargaining Unit</b>       | 1_2                        | Compensation Unit 1 & 2        |                           |
| <b>Minimum Range</b>         | \$116,034.000000           | <b>Maximum Range</b>           | \$149,496.000000          |
| <b>Target Openings</b>       | 1                          | <b>Available Openings</b>      | 1                         |

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### General Job Information

#### Job Summary

This position is located in the Department of Insurance, Securities and Banking, Risk Finance Bureau, Financial Analysis Division. The incumbent acts as the lead analyst performing and monitoring the performance of the financial surveillance analyses of District of Columbia based and foreign insurers to detect and act upon conditions that may lead to financial loss by policyholders and/or the appropriate Guaranty Fund. The incumbent engages in the surveillance analysis of companies licensed to do business in life, health, and property and casualty area of the insurance industry.

#### Duties and Responsibilities

This is a one-of-a-kind position with responsibilities to act as a team leader and as the division's expert on processes for the financial surveillance analysis of insurers, insurance industry monitoring laws, National association of Insurance Commissioner's (NAIC) policies/ standards, financial theory and the principles of business management operations. Assists the Chief Financial analyst by providing less experience financial examiners technical assistance and guidance on difficult and/or complex insurance regulation issues. Receives internal assignments to review, evaluate and recommend improvements in work methods, procedures and the distribution of work assignments.

Serves as team leader during the on-going conduct of financial analyses to determine the placement of insurers in one of five categories for priority examination. Recommends regulatory action including requiring more frequent and specialized reporting, initiating target on-site or full scope examinations, or seizure of assets.

#### Licenses and Certification

None

#### Qualifications and Education

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

#### Working Conditions/Environment

The work is primarily sedentary, although some slight physical effort may be required. The work requires periods of standing, bending, stooping, and carrying of light items.

**Other Significant Facts**

It is desirable that the incumbent obtains advanced training or certification as Certified Financial Examiner (CFE) designation that is accredited by the Society of Financial Examiners (SOFE). Other relevant designations that would enhance the ability to perform effectively in this position include (but not limited to): Certified Public Account (CPA), FLMI (Fellow of the Life Management Institute), Certified Property/Casualty, Underwriter (CPCU), Certified Financial Planner (CEP), and insurance-related financial analysis training programs (e.g., NAIC, Fells Group, Booke, or Sungard seminars). Other relevant educational experience include an accounting, finance, business so economic background.

**Tour of Duty:** Mondy - Friday 8:15 am to 4:45 pm

**Pay Plan, Series, Grade:** CS-1101-14

**Promotion Potential:** No Known promotion potential

**Duration of Appointment:** Career Services - Regular Appointment

**Collective Bargaining Unit (Union):** This position is in a collective bargaining unit (AFSCME 2743), and you may be required to pay an agency service fee through direct payroll deduction.

**Position Designation**

This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

**Vaccination Requirement**

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

**EEO Statement**

The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

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